



**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

To Whom It May Concern,

We are pleased to inform you of an opportunity to offer language instruction through the Visiting Teacher Program. This program enables local school districts to hire a **highly-qualified native Spanish speaker** to teach at elementary, middle and high school levels.

Visiting Teachers make a one to three-year commitment to teach in Indiana, provided that the school district agrees to hire them. Participating districts employ these teachers in accordance with state regulations and policies and pay them according to their experience and certification level.

Teachers from Spain are interviewed and screened by representatives of IDOE (Indiana Department of Education) prior to their placement in Indiana schools. Visiting Teachers from other countries are screened in accordance with their Memorandum of Understanding with IDOE. These teachers are considered both highly qualified and licensed to teach in Indiana schools, and arrive with appropriate documentation of background evaluation. Some of them even have previous teaching experience in the U.S. The J-1 work visas will be issued by a 3<sup>rd</sup> party J-1 Visa sponsoring organization for the 2016-2017 school year.

Visiting Teachers are responsible for their own long-term housing arrangements and their immediate expenses upon arrival in Indiana. In-country orientation is provided by the home country prior to departure. Teachers receive orientation and training in Indiana organized by IDOE and in collaboration with hosting schools and districts and has potential to overlap with the required orientation by the J-1 Visa Sponsoring organization.

If you are interested in participating, please click on this [link](#) to access an "Intent to apply" form to allow IDOE to begin collaborating with the participating country on your behalf to ensure an adequate number of high quality candidates. If you have additional questions or need references from Indiana districts that are currently employing teachers from this program, please contact Jill Woerner or Carlos Berrozpe (Spain only).

**Jill Woerner**

Global Learning and World Languages Specialist  
Indiana Department of Education  
115 West Washington Street  
Indianapolis, IN 46204  
[jwoerner@doe.in.gov](mailto:jwoerner@doe.in.gov)  
Ph. 317-234-5705

**Carlos Berrozpe**

Education Advisor for IN, KY & OH  
Embassy of Spain  
Spanish Resource Center  
Cavanaugh Hall 205  
425 University Blvd.  
Indianapolis, IN 46202  
Ph. 317-274-2070 – Fax. 317-278-7375  
[carlos.berrozpe@mecd.es](mailto:carlos.berrozpe@mecd.es)  
[www.educacion.gob.es/eeuu](http://www.educacion.gob.es/eeuu)

